

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Safety Footwear – Supervisory and Managerial Engineers	REFERENCE NUMBER: 2006-005
DATE ISSUED: 02/15/06	SUPERSEDES: 2005-055

This memorandum should be forwarded to:

**Labor Relations Officers
Personnel Officers
Accounting Officers**

FROM: Department of Personnel Administration
Labor Relations Division

CONTACT: Franklin C. Marr, Labor Relations Officer
(916) 324-0504
Fax: (916) 322-0765
Email: frankmarr@dpa.ca.gov

Effective January 1, 2006, any full-time supervisory or managerial employee whose position is designated S09 or M09 is eligible for reimbursement for safety footwear if the employee is assigned to a field position. The employee does not need to be a “registered” engineer.

Such reimbursement is subject to the following conditions:

1. Reimbursement shall be for the actual cost of the safety footwear, not to exceed \$100 once every 18 months.
2. The employee must be assigned to a field position. A “field position” is defined as: A full-time S09 or M09 designated position that is assigned to work outside an average of 25 percent of the time during the 18-month reimbursement period. Typically, required tasks include on-site review of a contractor’s operation, inspecting field conditions or work performed by contractors, field surveying, landscape review, materials testing, construction layout and staking, and maintenance.
3. Supervisory and managerial engineers assigned to field positions will be responsible for purchasing safety footwear if required (and not provided) by the department for which they work.
4. “Safety footwear” is defined as: Steel-toed boots or shoes or a serviceable leather work shoe or boot that complies with the employing department’s written policy, if any, and which the employing department requires to be worn while carrying out the duties of the employee’s position.

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5. The employing department may require a valid receipt for the purchase of the safety footwear before authorizing reimbursement.

/s/Dave Gilb

Dave Gilb
Chief of Labor Relations